




Department of Energy
Washington, DC 20585

JUN - 1 2009

MEMORANDUM FOR DISTRIBUTION

FROM: **MERLE L. SYKES** 
DEPUTY ASSISTANT SECRETARY FOR
PROGRAM PLANNING AND BUDGET
OFFICE OF ENVIRONMENTAL MANAGEMENT

SUBJECT: Participation of the Environmental Management Site Specific Advisory Board, Stakeholders, and Regulators in Environmental Management Budget Requests

REFERENCES: Department of Energy Memorandum, same subject, dated February 1, 2007, and DOE Memorandum, CLARIFYING GUIDANCE – same subject, dated February 22, 2008

This memorandum provides information on the involvement of the Environmental Management (EM) Site Specific Advisory Board (SSAB), stakeholders, and regulators in the EM budget formulation process for fiscal year (FY) 2011 and future fiscal years. Any future guidance and updates on EM SSAB and other stakeholders' involvement will be provided as part of EM's annual spring budget guidance.

Consistent with previous guidance (formal guidance memos referenced above), sites should be engaging the EM SSAB and other stakeholders on their baseline development. Focus should be on the following:

EM Guidance for the Budget Year ¹

- Discussions with EM SSABs and other stakeholders should focus on your site's validated baselines². Sites are not to share funding targets with stakeholders, as they are by their nature internal and deliberative (embargoed). Please note that validated baselines are subject to change based on annual appropriations. The EM SSAB and other stakeholders should help identify any deviations from EM's overall risk-based prioritization scheme. For example, decontamination and decommissioning of some particularly high-risk facilities may be recommended as a higher priority, or remediation of a particularly risky groundwater plume.

¹ Budget Year – The year for which funds are being requested.

² EM project baselines have been certified through a process where an Independent Review or an External Independent Review has been conducted to determine the validity of the scope, cost and schedule for the baseline.



- Following issuance of the EM Budget Guidance (January/February), begin scheduling briefings for the EM SSAB and other stakeholders regarding planned accomplishments for the work scope, priorities, schedules/milestones, validated baselines and compliance projections for various prioritized activities. Establish an agreed-upon timeframe to allow the EM SSAB and stakeholders to review and provide input in a timely manner to support the proposed budget submission.
- Submit the EM SSAB's advice, as well as that of other stakeholders, along with the site's recommended course of action, to EM Headquarters (HQ) with the budget submission for the Budget Year (March/April). Provide a copy of the site's recommendation to the EM SSAB and other stakeholders, as the site deems appropriate. ***Once the sites submit their budget requests to Department of Energy HQ through the Integrated Priority List, the budget request is EMBARGOED until the President submits the budget to Congress.***

President's (Congressional) Budget Request

- Within 30 days **after** the President's budget request to Congress, provide a briefing to the EM SSAB **and other stakeholders (as appropriate)** outlining planned accomplishments at the President's request level. Provide an assessment of impacts.

Receipt of Appropriation

- Within 30 days **after** receipt of an appropriation (including amounts received under a Continuing Resolution) provide a briefing to the EM SSAB **and other stakeholders (as appropriate)** on the appropriation, funding allocations or Continuing Resolutions and potential impacts. This briefing should also include a synopsis of the previous year's performance to include information such as carryover amounts, actual versus planned expenditures, and baseline performance metrics.

American Recovery and Reinvestment Act (ARRA)

- While specific American Recovery and Reinvestment Act (ARRA) projects have already been identified, progress and performance will determine the ultimate amount of funding provided to a site. The EM SSAB and other stakeholders' input into ARRA project determination is relevant and should have been solicited as part of the initial ARRA project determinations. The EM SSAB and other stakeholders can still provide input on what projects they think need to be funded. In addition, given that ARRA projects have been pulled from both the Outyear Planning Estimate Range and the Near Term Baselines, the EM SSAB and other stakeholders can identify projects that could be used to fill any "gaps" in FY 2011.

A timeline for the EM SSAB and other stakeholder's involvement in the EM budget process is attached. This timeline will apply for FY 2011 and future fiscal years. **Please note:** This timeline is subject to change due to situations out of EM's control (i.e., changes in Administration, etc.). Any changes in the budget formulation schedule will be updated in EM's annual spring budget guidance to the field sites.

This guidance does not supersede any existing legal agreements. Field sites are to continue to involve the EM SSAB and other stakeholders in accordance with existing agreements. No additional actions are required if existing agreements meet the intent of this guidance.

If you have any further questions please contact Ms. Connie Flohr, Acting Director for the Office of Budget, at (301) 903-0393 or Ms. Melissa Nielson, Director for the Office of Public and Intergovernmental Accountability at (202) 586-0356.

Attachment

cc:

Richard B. Provencher, Deputy Manager, Idaho Operations Office (ID)

Thad T. Konopnicki, Associate Administrator for Infrastructure and Environment, NA-50

Steve McCracken, Assistant Manager, Oak Ridge Office (OR)

bcc:

Inés R. Triay, Assistant Secretary for Environmental Management, EM-1

James Owendoff, Chief Operations Officer, EM-3

James Fiore, Acting Director, Office of Communications and External Affairs, EM-5

James Fiore, Director, Office of Management Analysis, EM-6

Frank Marcinowski, Deputy Assistant Secretary for Regulatory Compliance, EM-10

Mark A. Gilbertson, Deputy Assistant Secretary for Engineering and Technology, EM-20

Merle Sykes, Deputy Assistant Secretary for Program Planning and Budget, EM-30

Diane Cochran, Deputy Assistant Secretary for Human Capital and Business Services, EM-40

John Surash, Deputy Assistant Secretary for Acquisition and Project Management, EM-50

Dae Chung, Deputy Assistant Secretary for Safety Management and Operations, EM-60

Distribution

David A. Brockman, Manager, Richland Operations Office (RL)
Shirley Olinger, Manager, Office of River Protection (ORP)
Jeffrey M. Allison, Manager, Savannah River Operations Office (SR)
David C. Moody, Manager, Carlsbad Field Office (CBFO)
William E. Murphie, Manager, Portsmouth/Paducah Project Office (PPPO)
Jack Craig, Director, Consolidated Business Center Ohio (CBC)
Michael Moore, Acting Director, Office of Small Sites Projects
Fred Butterfield, Acting Director, Office of Site Support
Tom Vero, Acting Director, Brookhaven Federal Project Office (BNL)
Richard Schassburger, Director, Oakland Projects Office
John Rampe, Director, Separations Process Research Unit (SPRU)
Bryan Bower, Director, West Valley Demonstration Project Office (WVDP)
Donald Metzler, Director, Moab Federal Project Office (MOAB)
Dennis Miotla, Acting Manager, Idaho Operations Office (ID)
Gerald Boyd, Manager, Oak Ridge Office (OR)

EM SSAB and Stakeholder Involvement In DOE EM Budget Process

